

# Notice of Intent

## New – Individual On-site Wastewater Disposal System (IOWDS)

### APPLICANT (How do we contact you?)

Name:		Home Telephone:	
Current Address:		Cellular Telephone:	
City, ST Zip Code:		Work Telephone:	

### PROPERTY (To be evaluated)

Property Address:		City, ST Zip Code:	
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### LEGAL DESCRIPTION (Furnish copy)

Section:		Township:		Range:	
Acreage:					
Subdivision Name:				Lot number:	

### PLOT PLAN "Plat" (Furnish copy describing proposed dwelling and other features with associated distances from property line)

Total Number of Bedrooms:		Total Number of Occupants:	
Other Structures:			

### WATER SUPPLY (Check one)

Public:	<input type="checkbox"/> Water Meter	Private:	<input type="checkbox"/> Well
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### DIRECTIONS (Indicate in box below or provide on separate piece of paper)

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TYPE/FEE	PAYMENT	OFFICE USE ONLY	PIMS CODE
<input type="checkbox"/> NOI (\$50.00) <input type="checkbox"/> NOI 2-Acre Exemption (\$50.00)	<input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cash <input type="checkbox"/> Credit/Debit (if available)		<b>93010</b> <b>93014</b>
<input type="checkbox"/> Water Meter – Agricultural (\$0.00)	This property is only to receive a water meter. No IOWDS is to be installed on this property. Should an IOWDS be found operating, the water meter shall be removed.		<b>96012</b>

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### PROCESS

☐ Check box, if Final Approval IS required or desired

#### STEP 1 - Soil and Site Evaluation

Often referred as a “Perk Test”, this Evaluation will be performed by the local Environmentalist.

#### STEP 2 - Permit/Recommendation

This document is issued to you after the Soil and Site Evaluation. It is a listing of Individual On-site Wastewater Disposal System option(s) recommended for your property. Present the Permit/Recommendation to your water utility to receive a water meter. If Final Approval is not required or desired, skip to Exemption below.

#### STEP 3 - Inspection

Contact a Certified Installer to install your chosen Individual On-site Wastewater Disposal System. The Certified Installer is responsible for contacting the Department 24 hours before beginning construction to schedule an inspection.

#### STEP 4 - Final Approval

After the inspection, you must provide the following to the Department:

- 1) A signed Affidavit (Installation) from the Certified Installer
- 2) A signed Affidavit (Maintenance) from you
- NOTE: For Advanced Treatment Systems only
- 3) Fee \$75.00

Once this information has been received, the Final Approval document will be issued to you.

I hereby grant MSDH staff permission to enter the described property, conduct a soil and site evaluation and perform any necessary inspections. I understand that any falsification of documentation or violation of regulations is punishable by **Mississippi Code of 1972, Annotated Sections 41-67-5 (1), 41-67-7 (4), 97-7-10, 97-9-59 and 97-9-61.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### EXEMPTION

☐ Check box – If Final Approval IS NOT required or desired

As the Applicant, I hereby state, by legal description, I own 2 acres or larger of property on which a single dwelling and IOWDS will be placed. I acknowledge I do not require a Final Approval from any of the following:

- 1) Board of Supervisors (Ordinance)
- 2) Water Supplier/Association
- 3) Lending Institution
- 4) Utility Authority
- 5) Other (i.e. Subdivision Covenants)

Also, I understand that I must have the “person who installed my Individual On-site Wastewater Disposal System” sign/date and file an Affidavit (Exemption) with the Department to complete the exemption process. If at a later date, a Final Approval is required, I will have a Certified Installer install a system from the Permit/Recommendation after prior notification of the Department.

I hereby grant MSDH staff permission to enter the described property, conduct a soil and site evaluation and perform any necessary inspections. I understand that any falsification of documentation or violation of regulations is punishable by **Mississippi Code of 1972, Annotated Sections 41-67-5 (1), 41-67-7(4)(5), 41-67-28(5), 97-7-10, 97-9-59 and 97-9-61.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## New – Individual On-site Wastewater Disposal System (IOWDS)

### Form 908 E

#### PURPOSE

To provide a notice to the Mississippi State Department of Health that an Applicant intends to construct or place a mobile, modular, or permanently constructed residence on his/her property, which requires the installation of an IOWDS. This document is not intended to be photocopied and release to the Applicant.

#### INSTRUCTIONS

The Applicant must provide the legal description, plot plan (plat), written directions to the property, fee and read all pages.

##### Applicant

1. Name – Enter name of property owner(s)
2. Telephone – Enter telephone number of the Applicant
3. Current Address – Enter complete mailing address of the Applicant
4. Cellular Telephone – Enter alternate telephone number of the Applicant
5. City, ST, Zip Code – Enter the City, State and Zip Code for Mailing Address
6. Work Telephone – Enter work telephone number of the Applicant

##### Property

7. Property Address – Enter complete physical address for the property location to be evaluated
8. City, ST, Zip Code – Enter the City, State and Zip Code for property address to be evaluated

##### Legal Description

9. Section – Enter the Section number from the legal description
10. Township – Enter the Township from the legal description
11. Range – Enter the Range from the legal description
12. Acreage – Enter the size of the property in acres.
13. Subdivision – If applicable, enter the name of Subdivision where property is located, including lot number
14. Lot Number – If applicable, enter Lot Number

##### Plot Plan “Plat”

15. Total Number of Bedrooms – Enter actual number of bedrooms in the proposed dwelling
16. Total Number of Occupants – Enter number of people who will be living in the dwelling
17. Other – Describe if any additional structures, i.e. shed, shop, swimming pool, deck, etc. proposed on the property

##### Water Supply

18. Check “water meter” if available source of water is public or community water system. Check “well” if source of water is an individual (on-site) private well

##### Directions

19. The Applicant must provide written detail directions to their property from the Department

##### Type/Fee/PIMS Codes (Office use only)

20. The Health Information Clerk must check box for request type, payment method and enter appropriate code in the PIMS

##### Process

21. Read steps 1-4 and check box, if Final Approval is required or desired, and sign and date where indicated, if above box is checked

##### Exemption

22. Read step 5 and check box, if Final Approval is NOT required or desired, and sign and date where indicated, if above box is checked

# Notice of Intent

## New – Individual On-site Wastewater Disposal System (IOWDS) Form 908 E

### OFFICE MECHANICS AND FILING

The Health Information Clerk (HIC)/Environmentalist will provide the Applicant with the Notice of Intent. The Applicant will complete the Notice of Intent, with attached plat, legal description and fee, if required for all types indicated. The HIC/Environmentalist will check only one (1) box NOI or NOI (2-Acre Exemption) unless the Applicant is requesting a water meter for agricultural purposes only.

If any portion of the Notice of Intent is considered incomplete, it must be returned to the Applicant. Once the Notice of Intent is verified as complete, the HIC will enter data into the PIMS and computer Wastewater Program. A copy of the Notice of Intent is not to be released to the Applicant, only a receipt showing payment was made. The HIC will label the file folder containing the Notice of Intent, receipt, plat, legal description and Soil Profile Worksheet combining these in a single package then issued to the Environmentalist for action. Once the Environmentalist has completed all necessary duties and responsibilities, the file folder must be returned to the HIC. The HIC/Environmentalist must mail the results of the Soil and Site Evaluation to the Applicant unless Applicant has requested to pick up.

### RETENTION PERIOD

The Notice of Intent is retained in the County Health Department for 3 years or until audited